



**DEPARTMENT OF THE NAVY**

NAVY ENVIRONMENTAL HEALTH CENTER  
2510 WALMER AVENUE  
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 5210.10A  
AS

**1 MAY 1998**

NAVENVIRHLTHCEN INSTRUCTION 5210.10A

Subj: STANDARD SUBJECT IDENTIFICATION CODES (SSIC)

Ref: (a) SECNAVINST 5210.11D  
(b) SECNAVINST 5215.1C

Encl: (1) List of SSIC Numbers

1. Purpose. To promulgate a list of SSIC numbers as indicated in reference (a), to be used by the Navy Environmental Health Center (NAVENVIRHLTHCEN) personnel.

2. Policy. Enclosure (1) is the only list to be used to assign SSIC numbers to NAVENVIRHLTHCEN letters, messages, directives, forms, and reports. Any additions to this list must be forwarded to and approved by the Deputy Director for Resources and Support.

3. Action

a. Directors will ensure compliance within their directorate.

b. Administration and Support Directorate will review enclosure (1) annually as required by reference (b).

  
R. L. BUCK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)  
List I (Directors/Deputies)

**1 MAY 1998****STANDARD SUBJECT IDENTIFICATION CODES (SSIC)****1998****MILITARY PERSONNEL****1000 - 1999**

1000	Military Personnel - General
1050	Leave and Liberty
1130	Operations (Includes Officer and Enlisted Recall)
1160	Reenlistments/Extensions/Augmentation
1200	Classification and Designation - (Includes Officer and Enlisted Classification Codes and Billet Descriptions) - General
1300	Assignment and Distribution - General
1320	Orders to Personnel (PCS & TAD)
1400	Promotion and Advancement - General
1500	Training and Education - General
1510	Enlisted Training
1520	Officer Training and Education
1550.39	39th Occupational and Environmental Health Workshop
1550.40	40th Occupational and Environmental Health Workshop
1600	Performance and Discipline - General
1601	Duties and Watches
1650	Decorations, Medals, and Awards
1700	Morale and Personal Affairs - Sailor of the Year - Sponsor Letters - General
1710	Recreation and Social Affairs
1800	Separation - General
1900	Retirement - General

Enclosure (1)

**1 MAY 1998**

**TELECOMMUNICATIONS**

**2000 - 2999**

2000	Telecommunications Systems - General
2100.1	Outgoing/Incoming NEHC Messages
2100.3	ALLANTFLT
2100.4	NAVOP
2100.5	ALNAV
2100.6	ALDODACT
2100.7	ALFOODACT
2100.8	ALMILACT
2180	Telecommunications Service Request
2342	AIGS/CADS/General Messages

**OPERATIONS AND READINESS**

**3000 - 3999**

3000	Operations and Readiness - General
3900	Research, Development, Test and Evaluation (RDT&E) - General

1 MAY 1998

## LOGISTICS

### 4000 - 4999

4000	Logistics - General
4121	Standardization/Specifications
4200	Contracting/Procurement - General
4205	Contracting/Procurement Authority and Responsibility (Includes BPA Letters)
4400	Supply/Material - General
4650	Passenger Transportation/Travel
4690	Maintenance and Material Management (Includes PMS and Technical Feedback Report)
4860	Commercial/Industrial Activities Program (CA Program)

1 MAY 1993

## GENERAL ADMINISTRATION AND MANAGEMENT

### 5000 - 5999

5000	Administration and Management - General
5040	Naval Command Inspection Program (Includes Zone Inspections)
5041	Inspector General (I.G.) Investigations/Inspections
5050	Meetings, Conferences, Conventions and Visits
5070	Libraries and Library Services
5090	Environmental Protection (General) (see also 6200)
5090.1	Medical Review of Installation Program Documents
5100	Safety and Occupational Health (see also 6200)
5100.1	Heat Stress
5102	Accident Investigation and Reporting
5103	Occupational Safety and Health
5110	Mail and Postal Affairs
5200	Management Programs and Techniques - General (Includes Internal Control)
5210	Records Management
5211	Privacy Act Correspondence
5213	Forms Management
5214	Reports Management
5215	Issuance Systems (Includes Directives)
5230	Automatic Data Processing and Information Systems
5232	Evaluation and Review of ADP
5239	Data Transmission and Protection
5290	Audiovisual Management - General
5300	Manpower/Personnel (Use of Overall Civilian and Military Personnel Matters) - General

1 MAY 1998

**GENERAL ADMINISTRATION AND MANAGEMENT**

**5000 - 5999**

(Continued)

5305	Incentive Awards (Military/Civilian) - Beneficial Suggestions
5310	Manpower
5320	Organizational Manual and Billets
5350	Human Goals - Total quality Leadership (TQL)
5354	Equal Opportunity
5355	Drug Abuse Control/Medical Review Officer (MRO)
5370	Standards of Conduct
5400	Organization, Functions and Status - General
5402	Delegation/Succession of Authority
5450	Shore Establishment (Includes Organization Missions and Functions)
5500	Security - General
5510	Information Security
5520	Personnel Security
5530	Physical Security
5600	POW - NEHC - General
5720	External Public Affairs (Includes Freedom of Information Act)
5750	Command History
5800	Laws and Legal Matters - General
5860	Legislation and Congressional Action
5910	Space (Requirements, Allocations) for Office Services (Includes GSA Leased Space)

1 MAY 1993

**MEDICINE AND DENTISTRY**

**6000 - 6999**

6000	Medicine - General
6100	Physical Fitness/Health Promotion Program - General
6100.1	Health Promotion Training Course
6200	Prevention Medicine - General
6200.4	Agency for Toxic Substances and Disease Registry (ATSDR)
6210	Quarantine
6220	Communicable Diseases/Epidemiology
6220.1	Navy Epidemiology Board
6230	Prophylaxis/Immunization Practices Requirements
6240	Hygiene and Sanitation
6241	Food Sanitation
6242	Potable Water
6250	Insect, Pest and Rodent Control (Entomology)
6260	Occupational Health - General
6260.3	Occupational Health Services Reports
6260.5	Hearing Conservation - General
6260.51	Hearing Conservation Instruction
6260.52	Hearing Conservation Equipment
6260.53	Hearing Conservation Equipment Calibration
6260.54	Hearing Conservation Standards and Specifications
6260.57	Hearing Conservation Training/Certification
6261	Hazardous Material

1 MAY 1993

**MEDICINE AND DENTISTRY****6000 - 6999**

(Continued)

6261.1	Hazardous Material Information System - HMIS
6261.2	Hazardous Material Disposal
6262	Asbestos - General
6262.1	Asbestos Monitoring, Sampling and Control
6262.2	Asbestos Medical Surveillance Program (AMSP)
6262.3	Asbestos Exposure
6262.4	"B" Readers (Includes Shipping Instructions)
6263	Chemicals and Elements
6263.1	PCB (Polychlorinated Byphenyls)
6264	Paint
6266	Material Safety Data Sheets (MSDS)
6270	Toxicology
6275	Submarine Atmosphere Usage Category
6280	Environmental Quality and Pollution Control
6290	Industrial Hygiene - General
6290.1	Navy Respiratory Protection Program Manager (NRPPM) Certification Program
6290.2	Laboratory Registered Industrial Hygiene
6290.3	Workplace Monitor Training Program
6300	General Medicine - General
6440	Mobile Medical Augmentation Readiness Team (MMART)
6470	Radiation
6700	Medical Equipment and Supplies - General

1 MAY 1993

## **FINANCIAL MANAGEMENT**

### **7000 - 7999**

7000	Financial Management - General
7050	Memoranda of Understanding, Sharing, and Support Agreements
7100	Budgeting - General
7100.1	Office of Management and Budget (OMB) - Bulletins
7220	Military Pay
7230	Civilian Pay
7300	Appropriation, Fund, Cost and Property Accounting - General
7400	Pay Administration and Payroll and Labor Accounting - General
7500	Auditing - General

## **ORDNANCE MATERIAL**

### **8000 - 8999**

8000	Ordnance Material - General
8020	Ammunition and Explosives Safety
8282	Submarine
8282.1	Submarine Material Review
8282.2	Health and Safety Hazards Associated with Various Oils and Lubricants used Aboard Submarines
8282.3	Disclose Proprietary Pertaining to Oils and Lubricants
8510	Torpedoes

1 MAY 1993

**SHIPS DESIGN AND MATERIAL**

**9000 - 9999**

9000	Ships Design and Material - General
9593	Environmental Pollution Control System (Sewage Treatment and Disposal, Trash Disposal and Incineration)

**FACILITIES AND ACTIVITIES ASHORE**

**11000 - 11999**

11000	Facilities and Activities Ashore
11010	Shore Station Development (Includes MILCON Projects)
11019	Shore Station Special Projects
11100	Structures and Facilities - General
11300	Utilities and Services - General

**1 MAY 1993**

**CIVILIAN PERSONNEL**

**12000 - 12999**

12000	Civilian Personnel - General
12300	Employment - General
12330	Recruitment, Selection and Placement
12410	Training
12430	Performance Appraisal
12451	Incentive Awards/Civilian Letters of Appreciation
12500	Position Classification, Pay and Allowance
12540	Merit Pay and Cash Awards
12550	Pay Administration
12700	Personnel Relations and Services - General (Discipline/Grievances)
12713	Equal Employment Opportunity
12792	Drug Free Workplace Coordinator (DPC)